Subject: Wood's Civil Service Exam
for numismatic curation
of the U.S. Mint coin collection

U.S. Civil Service Commission
[Washington, D.C.]

April 21, 1905

Form No. 323.
Dec., 1904.

REPORT OF RATINGS—Curator of the Numismatic Collection EXAMINATION.

Mint ~~and Assay~~ Service.

United States
Civil Service Commission,
Washington, D. C.

APR 21 1905

To Howland Wood
Brookline, Mass

Your ratings in the examination taken at Boston

on MAR 15 1905, are as follows:

SUBJECTS.	Relative weights.	Ratings.	
1. Thesis	3	92	
2. Development of monetary standards	5	92	10
3. Nomenclature of coins	3	93	30
4. Historic significance of coins	5	79	38
5. Relation of coinage to the fine arts	2	92	
6. Care and preservation of coins	2	77	50
7.			
8.			
9.			
AVERAGE PERCENTAGE		87	63

N. B.—Every competitor in an examination comprising both grade and technical subjects must pass with an average percentage of at least 70 on the technical subjects in order to become eligible for appointment. Should a competitor fail to pass on the technical subjects the grade subjects will not be considered.

Following is the method of finding the average percentage of an examination: Multiply the rating of each subject by the relative weight of the subject, add the products, and divide the sum of the products by the sum of the relative weights. The quotient will be the average percentage.

The names of competitors who obtain an average percentage of 70 (or, if preferred soldiers or sailors, an average percentage of 65) will be entered on the register of eligibles, with the average percentage obtained; but those whose average percentage is below 70 (or 65, if preferred soldiers or sailors) are ineligible to appointment. The period of eligibility for those who obtain an eligible average percentage is one year. *Only those competitors have right to a claim of preference who have been honorably discharged from the military or naval service by reason of disability resulting from wounds or sickness incurred in the line of duty. (See paragraph 14 on back of this sheet.)*

All examination papers are rated with great care, according to the published rules for rating, under a system which insures accuracy and absolute fairness, and all ratings are reviewed by examiners who take no part in the first rating. For this reason the average percentages of competitors whose papers are reviewed on appeal are seldom raised or lowered, but if any changes are made in the ratings the chances are that they will be against the competitors, because in the original ratings examiners are more likely to overlook errors than to overcharge them. Appeals will not be considered unless received at the Commission within sixty days from the date of this notice.

In addressing the Commission always state the kind, date, and place of the examination to which you refer, the average percentage obtained, and your legal residence.

Very respectfully,

U. S. CIVIL SERVICE COMMISSION.

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[OVER.]

INFORMATION FOR ELIGIBLES.

1. The Commission should be informed of any change of post-office address. Give legal residence, kind of examination, date when taken, and the rating obtained.

2. The average percentage obtained, and not the date of examination, determines the position of a name on the register. Relative standing is subject to change at any time by the entry of names with higher ratings and by restoring the names of persons who have declined appointment.

3. The term of eligibility is one year from the date of entering the name on the register. The entry is usually made within a few days after the date of the notice of rating. Extension of eligibility is made in the discretion of the Commission only when the needs of the service require it, and then must apply to the entire list of eligibles.

4. When there is a vacancy to be filled the Commission is required, upon request of the appointing officer, to certify the names of the three persons standing highest on the proper register. The appointing officer may select any one of the three names certified, and in the proper exercise of this discretion the Commission does not interfere.

5. Positions in the Executive Departments in Washington, D. C., are in what is known as the apportioned service, certification to which, under the rules, must be made so as to maintain, as nearly as the conditions of good administration will warrant, the apportionment of appointments among the several States and Territories and the District of Columbia upon the basis of population.

6. For the purpose of certification to positions in parts of the service outside of the District of Columbia not subject to the apportionment, the Commission may arrange the territory of the United States into appropriate districts, and certification to any such positions may be confined to residents of the district in which such position is located.

7. An eligible can not be certified more than three times to the same department or office during the period for which he is eligible for certification.

8. An eligible may request in writing that his eligibility be suspended for a stated period within the term of eligibility, but such suspension will not extend the term of eligibility.

9. An eligible who declines an appointment will not be certified again unless he shall request in writing the benefit of the remaining certifications which the rules allow, stating reasons for declining the appointment which are satisfactory to the Commission.

10. Mere eligibility does not of itself insure either certification or appointment. The highest possible rating is 100, and the lowest eligible rating is 70. The nearer the rating of any eligible is to 100 the more likely it is that the name of such eligible may be reached for certification. In this connection, however, see paragraph 14 with reference to "preference claimants."

11. The appointment of a person whose name is on more than one register removes his name from all registers of the same or lower grade. Upon request in writing made during the term of eligibility, the name may be restored for the remainder of such term to the register or registers other than the one from which he received an appointment.

12. If, while a person is still eligible, he is again examined for the same position and makes a higher average than in the previous examination, his name will be entered on the register resulting from the later examination on the same date with other eligibles, the new entry canceling the old. If a lower average is made, the name will not be entered on the register until the expiration of the first year's eligibility. If an eligible average is not obtained, the former eligibility is not affected.

13. Appointment is made for a probationary period of six months, during which the conduct and capacity of the probationer are to be considered by the appointing officer to determine his fitness for retention in the service.

14. Section 1754 of the Revised Statutes provides that persons honorably discharged from the military or naval service by reason of disability resulting from wounds or sickness incurred in the line of duty shall be preferred for appointment to civil offices, provided they are found to possess the business capacity necessary for the proper discharge of the duties of such offices. A person coming under this provision of law has the following advantages: (*a*) He is released from all age limitations. (*b*) He has to attain an average percentage of only 65 to be eligible, while for all others the required minimum is 70 per cent. (*c*) Having attained an average percentage of 65, his name is placed upon the register above, and is certified before all others who have not been allowed preference. (*d*) He is released from all laws relating to apportionment of appointments. If on the same register the names of more than one preference claimant appear, the name of the claimant having the highest average percentage will be placed at the head of the list.

15. Section 10, Civil Service Act, provides—

"That no recommendations of any person who shall apply for office or place under the provisions of this act, which may be given by any Senator or Member of the House of Representatives, except as to the character or residence of the applicant, shall be received or considered by any person concerned in making any examination or appointment under this act."